

FRAMINGHAM RETIREMENT BOARD
150 Concord Street, Room B-31
Framingham, MA 01702

POSITION: Retirement Services Coordinator

SALARY: Commensurate with experience
Range (\$54,163 - \$70,065) M-5

HOURS: Monday, Wednesday & Thursday 8:30am to 5:00pm
Tuesday 8:30am to 7:00pm
Friday 8:30am to 2:00pm

BASIC PURPOSE:

The Retirement Services Coordinator will assist in the administration and operation of the Retirement System in compliance with the provisions of Massachusetts General Law, Chapter 32, S. 1–102, State Regulations and Board Policy. Provide excellent customer service. Reports to Executive Director.

MAJOR RESPONSIBILITIES:

(All performed in compliance with MGL Chapter 32 and PERAC regulations)

- Posts member deductions to PTG software and reconciles same to payroll reports.
- Compute and process refunds and transfers of member accounts including calculating the taxable portion in accordance with IRS directives and prepares and issues proper tax forms for same. Compute, process and record all transfers in from other Retirement Systems.
- Compute, process and track, purchases of service. (Buybacks and Makeups).
- Performs general office work: answers phones, distributes mail, drafts correspondence, orders supplies, and acts as a go-to for general office help.
- Responsible for complete processing of disability claims from initial Board review through the preparation of findings of Board actions. Enters disability information into PERAC's PROSPER software. Interacts with PERAC Disability Unit and member's legal counsel.
- Prepare monthly payment vouchers and warrants Process and track monthly disbursements
- Properly enroll new members and counsel active members and retirees of their rights under MGL Chapter 32 and PERAC regulations.
- Correspond with various Retirement Systems, as needed
- Prepare Agenda for Board meetings and assist with minutes as needed
- Assist retirees in submitting information to Social Security

- Possess the ability to develop a perspective and understanding of the responsibilities of the system as a whole as well as the tasks immediately at hand. Contribute ideas and or man power when needed. Ability to participate in open communication. Flexibility and the ability to prioritize
- Attends workshops, training seminars, and conferences to acquire increasing knowledge of retirement issues.
- Performs other related duties as assigned or requested.

QUALIFICATIONS:

Education, Training and Experience:

Bachelor's Degree in a business or related field, 3-5 years of relative experience in Public Retirement Administration; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of MGL Chapter 32 and PERAC regulations. Must possess strong computer skills with experience on PTG software and PROSPER. Strong mathematical, analytical, interpersonal, organizational and communication skills required. Proficiency in MS Word, MS Excel and Adobe.

Ability: Ability to maintain effective working relationships with others. Must be accurate, thorough and well organized in working with detailed information; takes initiative to assure timely compliance with deadlines and the resolution of pending matters. Ability to maintain tact and discretion in challenging situations and interactions with employees. Ability to maintain confidential information and to respond quickly to unexpected projects with short deadlines or changes in important procedures.

Skill: Strong organizational and interpersonal skills. Strong communication skills; demonstrates a highly proficient use of computers, office automation, and other department specific computer applications, skill in all of the above listed technologies.

Interested persons should submit a cover letter and resume to:

Laurie A. Lizak, Executive Director
Framingham Retirement Board
150 Concord St. Room B31
Framingham, MA 01702

Or via e-mail to: lal@framinghamma.gov

*Confirmation of email receipt will be sent

Deadline: This position will remain open until a qualified applicant is obtained.

The Framingham Retirement Board is an Affirmative Action Equal Opportunity Employer.